

# **Austin City Council**

## **Budget Development Process**

**FY 2016-2017**

*City of Austin, Texas*



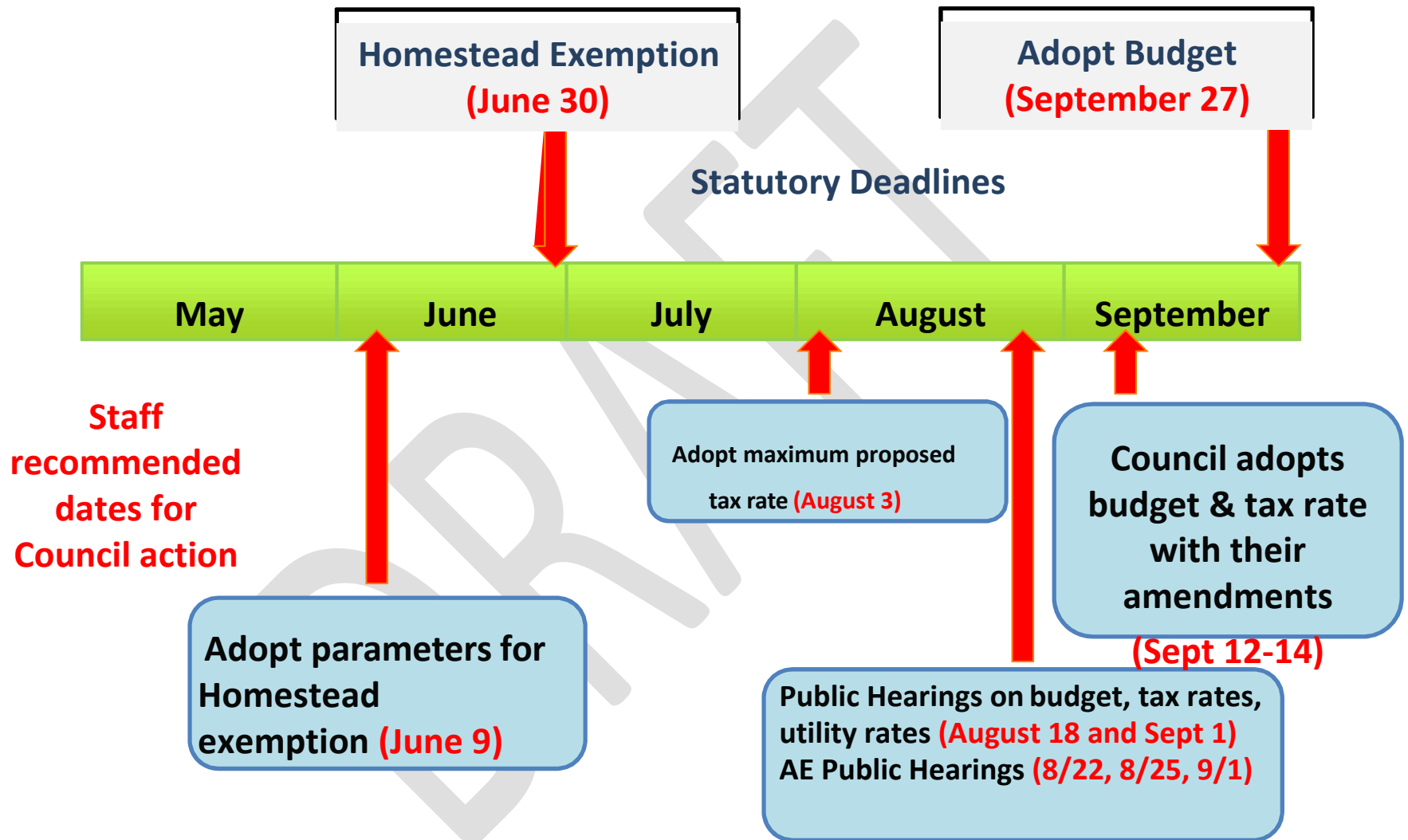
# City Council Budget Development

- Introduction
- Budget Process Overview – Timeline
  - *City Council's Roadmap* (Reviewing, Revising, and Adopting the Budget)
- Budget Concepts – Timeline

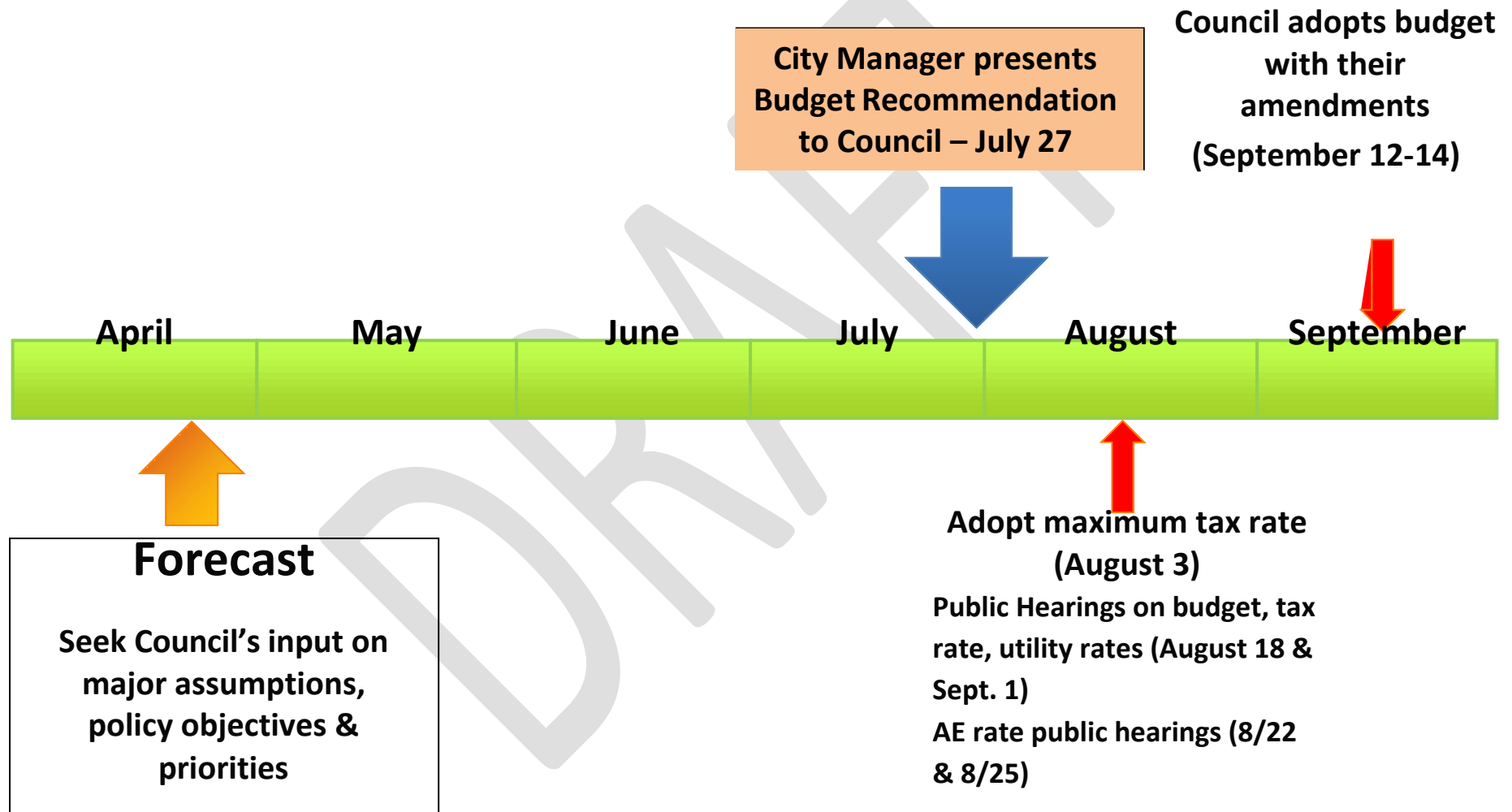
# Purpose

- *City Council Road Map*
  - **Budget Development**
    - Receive City Manager's Budget Proposal
    - Council Policy Objectives and Priorities
    - Department Budget Presentation
    - Clarify Department Programs
    - Public Hearings (Budget, Tax Rate, Utility Rates)
    - Council budget development using "concept menu" process
  - **Budget Adoption**
    - Three days set aside for further readings
    - Three potential readings

# Budget Key Dates



# Budget Timeline





# City Council's Roadmap



# City Council's Roadmap

## *City Manager's Roadmap*

Prepare for  
Forecast

Forecast

Budget  
Development

Policy Work sessions: May 4 – wages, rates; May 11 – Maintenance; May 18 – Zero Waste, HHS; May 23 – Equity/Affordability, G.F. Transfer; June 1 – Mobility, Public Safety; Concept Menu process

City Manager presents Budget  
Recommendation to Council – July 27

Department  
Budget  
Presentations

Council  
Budget Work  
Sessions

Budget/Tax  
Rate  
Adoption

8/3, 8/10, 8/17, 8/24, 9/1  
Austin Energy: 8/18/8/15

*City Council's Roadmap*

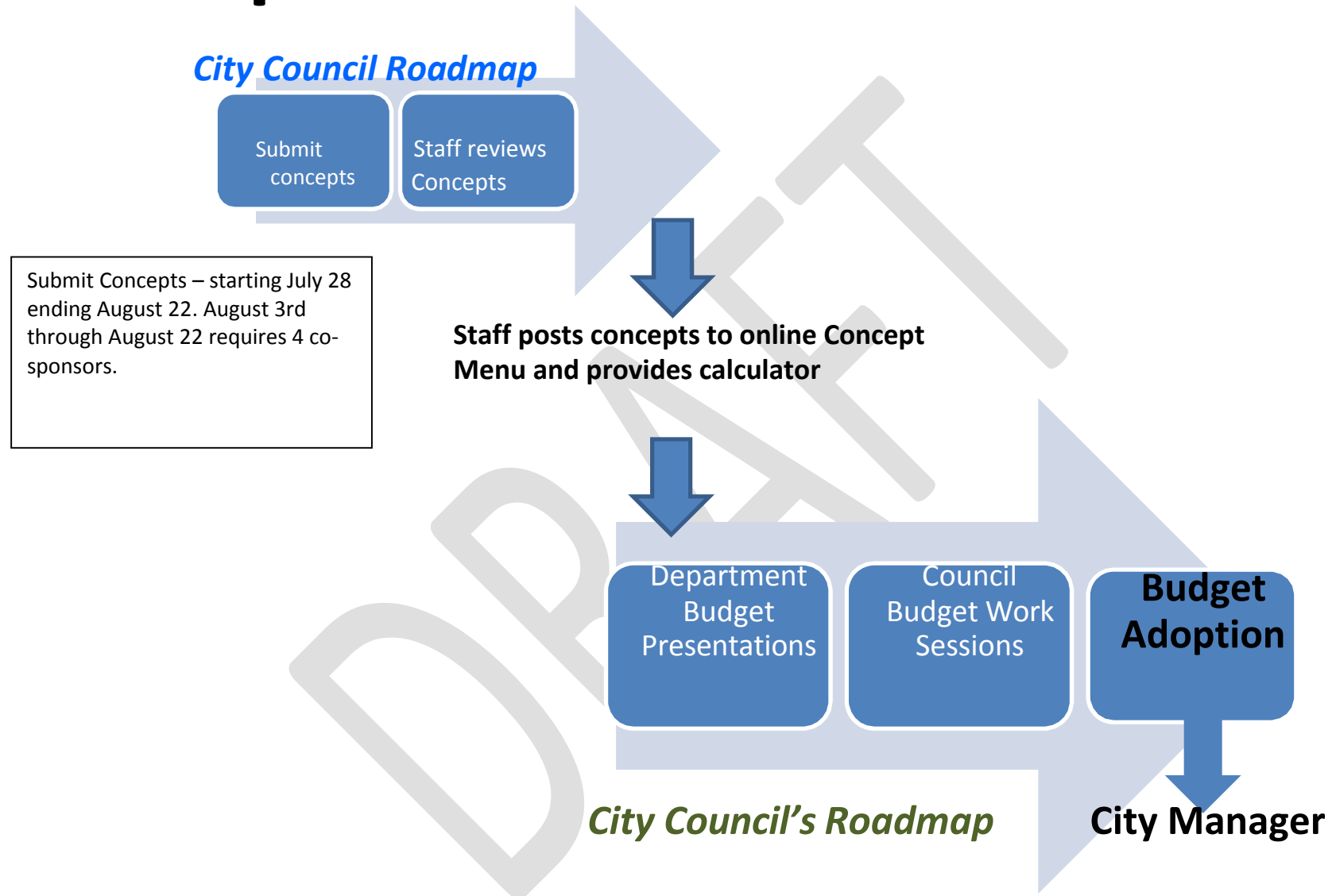
*Adopt September 12-14*

# Concept Menu Process Overview

- Concept Menu grouped by program areas and organized according to: (1) budget cuts or reductions; (2) budget expense increases; and, (3) changes in revenue into a spreadsheet “calculator” that is updated and place on the message board. Concepts proposed will be sent on a standardized form.
- Concept Menu –previous IFCs populate the initial concept menu
- Progressive timeline for submitting budget concepts:
  - After budget is delivered to Council by the City Manager on July 27, Council may submit without co-sponsors through August 3. City Staff will compile the list by program areas.
  - After August 3 each concept will require 4 co-sponsors.
  - A Council vote will take place at each budget work session starting on August 3<sup>rd</sup> on concepts. 5 votes will move the concept forward and 6 votes will remove the concept. Concepts will be received until August 22.
- Budget questions sent from Council to the Budget staff that are deemed by the Budget Office to be concepts because of extensive analysis and workload will identified as such with a request that co-sponsors be identified.



# Concept Menu Process



# Council Budget Process Detail

- Staff will create and manage a Concept Menu that will: (1) contain budget concepts suggested by Council Members; and, (2) also function as a worksheet or calculator allowing Council Members to pick entries and see the cumulative impact on the draft budget totals.
- The Concept Menu will be emailed to Council Members after staff has updated it following every budget work session, and it will be posted on the budget website.
- Concepts shall be organized by program areas (as were used last year) and, within each program area, concepts shall be further organized by: (1) budget cuts or reductions; (2) budget expense increases; and, (3) changes in fees or reserve balances.
- Program areas are as follows:
  - Employees, Parks and Open Space, Fees, Public Safety, Utilities, Financial Policy, Quality of Life, Economic Development, Health and Human Services
- Staff will prepare a standardized form for Council Members to submit concepts to be included in the Concept Menu. The form will encourage Council Members to include a description for each item, along with a justification for the proposed change and as much other contextual information as possible to aid colleagues in the decision-making process.
- The initial Concept Menu shall contain previously approved IFCs not otherwise incorporated into the Manager's proposed budget.

- The progressive timeline for submitting further budget concepts shall be:
  - After the Manager delivers the proposed budget on July 27, any Council Member may submit concepts without co-sponsors through August 2.
  - After August 2, each submitted concept will require a sponsor and 3 co-sponsors (4 Council Members).
  - Concepts may be submitted for inclusion on the Concept Menu until August 22.
  - At each weekly budget work session after August 2, Council may:
    - Request staff to provide budget implication of any listed concept by a vote of five.\*
    - Remove a listed concept from the menu by a vote of six.\*
  - *\*Note: For the "Concept Menu Process" - this process envisions voting at the work sessions. This will move the work sessions from a briefing (where, under the process adopted by council), there is no public comment; to action items - which are things on which there is public comment allowed. Council can certainly waive these requirements, but this may require an ordinance (since the processes are in the City Code Chapter 2-5).*
- Budget questions submitted by Council Members that the Budget Office deems to be concepts shall be treated as Concept Menu submissions. Such concepts, and budget questions that require extensive analysis and workload, will be identified as such with a request that co-sponsors be designated.